

Equal Opportunities Policy Statement

The Phoenix Collective is committed to promoting equal opportunities and fairness at all its courses and venues.

To achieve its objective, The Phoenix Collective will ensure that equal opportunity principles are applied in all its personnel policies and procedures particularly those relating to course attendance.

No individual should be subjected to discriminatory treatment on the grounds of gender, marital status, age, sexual orientation, colour, race, disability, religion, or ethnic origin, or be disadvantaged by conditions or requirements which cannot be shown to be justified for sound operational reasons.

Selection procedures for course tutors will be monitored and reviewed to ensure that all postings are made based on merit and ability and free from bias.

Any person associated with The Phoenix Collective who believes that he/she has grounds for complaint will be encouraged to raise this directly with The Phoenix Collective.

All complaints will be dealt with promptly and in confidence, subject to the need to thoroughly investigate any alleged breaches of the policy and to take appropriate action.

Everyone directly involved with The Phoenix Collective, without exception, are always expected to observe the requirements of equal opportunities legislation and adhere to the principles of equal opportunity as set out in the policy.

Any breach of the policy is potentially misconduct and any major breach may be treated as potential gross misconduct. Complaints regarding breaches will be dealt with confidentially and as quickly as possible under the relevant disciplinary procedures.

HARASSMENT POLICY STATEMENT

The Phoenix Collective believes that every member of its team and the course attendees has the right to be treated with dignity and respect, and to work in an environment which encourages a high standard of professional conduct. In addition, everyone is expected to treat everyone they encounter within The Phoenix Collective with dignity and respect.

Violations of these principles will not be tolerated. Individuals who fail to adhere to the statements laid out in these policies may be removed from the course, no matter what capacity their attendance may be.

Every individual has the right to complain about harassment should it occur. Complaints will be dealt with seriously, confidentially and promptly. Individuals will be protected against victimisation or retaliation for making or assisting in a complaint made in good faith.

Definition of Harassment

Harassment is improper, offensive and humiliating behaviour, practices or conduct, which, whether intentional or not, creates an intimidating, unwelcoming environment or causes

personal offence or injury. Harassment can take many forms, it can for example be sexual, or racial, or harassment of people with disabilities, or lesbians or gay men or anyone from the LGBT community. It can range from physical attacks and bullying in extreme cases to less obvious actions such as ignoring someone at work. Whatever the form of harassment it is behaviour that is unreasonable, unwelcome, unacceptable and offensive.

Forms of harassment may include but are not limited to:-

- Physical contact ranging from inappropriate touching to serious assault
- Verbal and written abuse through insensitive jokes or remarks, offensive language, gossip and slander etc
- Visual display of offensive pictures and materials, posters or graffiti, obscene gestures
- Isolation or non-co-operation at work, actively ignoring, exclusion from social activities
- Pestering, spying, following and making nuisance phone calls
- Coercion and intimidation ranging from pressure for sexual favours to pressure to participate in religious/political groups

Harassment can also appear in more subtle guises, which are not so recognisable. In some cases, it can be unintentional on the part of the accused. The key is that it is offensive and unwelcome to the recipient.

Responsibilities

Everyone involved with The Phoenix Collective has a responsibility to be aware of what constitutes harassment and to take positive steps to discourage and positively challenge harassment and victimisation.

We have a collective responsibility to be aware of and understand what constitutes harassment and the consequences of contravening the Equality Act 2010.

Any form of harassment must be challenged as soon as it is identified. It should be made clear that such behaviour is not acceptable.

Any complaint of harassment will be dealt with seriously, promptly, fairly and sensitively with due regard for the rights of both the complainant and the accused. Sexual harassment may be deemed to be sexual discrimination under the Equality Act 2010.

Whenever possible, the complainant who believes that he/she is being harassed should, in the first instance, make it clear to the person(s) responsible that such behaviour is unwelcome and unacceptable and ask that it ceases. If the complainant feels that he/she cannot approach the individual or group concerned, or if this approach has been tried and has failed to remedy the situation, he/she should speak to a member of The Phoenix Collective team.

Confidential advice and support in dealing with unwelcome behaviour is available from numerous online sources including www.acas.org.uk and www.citizensadvice.org.uk

False Allegations

All complaints of harassment will be assumed to have been made in good faith unless there is evidence to the contrary. If, however, an accusation of harassment is found to have been made in a vexatious or malicious way, action may be taken against the person making the false complaint.